



# JOB ANNOUNCEMENT

## Deputy Director, Census Program – Young Children Full-Time/Temporary (through September 2020) | Los Angeles, CA

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### THE ORGANIZATION

The National Association of Latino Elected and Appointed Officials (NALEO) Educational Fund was established in 1981 to promote the full participation of Latinos in the American political process, from citizenship to public service. NALEO Educational Fund achieves its mission through integrated strategies that include increasing the effectiveness of Latino policymakers, mobilizing the Latino community to engage in civic life and promoting policies that advance Latino political engagement.

Founded in 1981 by the late Congressman Edward R. Roybal, NALEO Educational Fund is a 501(c)3 non-profit organization governed by a 15-member Board of Directors and a 35-member Board of Advisors. Headquartered in Los Angeles, the NALEO Educational Fund maintains offices in Houston, New York City, Orlando, Phoenix and Washington D.C. It employs about 58 full-time staff with an annual budget of \$10.5 million, and offers a competitive benefits package that includes generous vacation, sick leave, medical, dental, vision, life insurance and retirement coverage.

### POSITION SUMMARY

The NALEO Educational Fund's Deputy Director for Census Program – Early Childhood Education, will lead and manage the organization's 2020 Census Early Childhood Education initiative (our *Hazme Contar Initiative*), which seeks to ensure a full count of the U.S. Latino children from infants to five years old. The Deputy Director is a proven leader who is responsible for the planning, development and execution of the organization's multi-faceted campaign, working across all of the organization's departments and engaging multiple stakeholder groups, including policymakers, early childhood education national and local partner organizations, service providers and the Latino community. As a member of the Civic Engagement Department, responsibilities may also include general activities in support of other departmental programs and priorities. Travel is required. The Deputy Director will work with the Civic Engagement regional directors and reports to the Director, National Census Program. This is a non-exempt, full-time/temporary position (September 2018 – September 2020) with an annual salary commensurate with experience and qualifications.

### ESSENTIAL FUNCTIONS

- Develop statewide campaign strategy to engage early childhood educators and diverse service providers that serve young children and their families, including metrics and evaluation benchmarks; statewide campaign and materials will serve as the model for similar efforts across the country.
- Develop detailed Census early childhood education campaign materials as required;

- Support census campaign managers in implementing campaign strategies and developing local partnerships specific to reducing the undercount of young Latino children;
- Coordinate Census initiative activities with other departments and colleagues as required. This will include coordinating field activities, working with Latino policymakers, national and local community organizations and media partners;
- Serve as spokesperson for the program and the organization in front of various stakeholder groups, including the media;
- Provide regular reports on campaign activities to the Director, National Census Program and the Management Team;
- Develop and implement metrics reporting system to facilitate the tracking of grant deliverables, this work will be done in collaboration with the Development team;
- Prepare regular reports and updates for public distribution;
- Adhere to attendance and punctuality standards of the organization;
- Other duties may be assigned as needed.

#### **QUALIFICATIONS - KNOWLEDGE, SKILLS AND ABILITIES**

- Bachelor's degree with minimum of four years of experience in community outreach and program management; Advanced degree preferred.
- Experience with and/or knowledge of early childhood education work a plus;
- Strong track record as an effective leader and manager;
- Strong writing and communications skills required, Spanish written skills desired, Spanish speaking skills required;
- Proven ability to prioritize workload, be self-motivated, execute projects independently, outstanding project management, organized and results-oriented;
- Basic familiarity with federal and state policymaking process required;
- Proven ability to pay attention to detail, effective at multi-tasking and problem solving, proactive, strong critical thinking and analytical skills;
- Superior interpersonal skills and the ability to build relationships and serve as liaison with stakeholders, including staff, public officials, external partners and funders;
- Comfortable working in a fast-paced, deadline-driven work environment with varying hours and work on weekends as needed;
- Must be technology savvy, proficient in using Microsoft Office 365, Outlook, MSWord, Excel, PowerPoint, and other office software;
- If a driver, must have a valid driver's license with proof of automobile insurance coverage;
- Ability to work respectfully with people of all cultural and socioeconomic backgrounds; and
- Supportive of mission and philosophy of the NALEO Educational Fund.

#### **PHYSICAL AND MENTAL DEMANDS**

The position requires certain physical and mental demands, including the following:

- Ability to see and hear within normal ranges;
- Dexterity to read, write, type, operate office equipment such as a computer, telephone, calculator, copier, fax machine, pencils, pens, and stapler;
- Ability to sit for extended periods of time
- Ability to lift and carry up to 25 pounds

Once hired, employees requiring reasonable accommodations to perform the demands of the position should contact Human Resources.

**DISCLAIMER**

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

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**PLEASE SEND COVER LETTER AND RÉSUMÉ TO:**

**Angela Weimer**  
National Director of Human Resources and Administration  
NALEO Educational Fund  
1122 W. Washington Blvd., 3rd Floor  
Los Angeles, CA 90015

**Tel:** (213) 747-7606 ext. 4413 | **Fax:** (213) 747-7664 | **E-Mail:** [aweimer@naleo.org](mailto:aweimer@naleo.org)

NALEO Educational Fund is an equal opportunity employer. Applications are evaluated on the basis of job qualifications and not race, sex, color, disability, national origin, religion, creed, age, marital status, sexual orientation, gender expression, gender identity, citizenship or authorized alien status, or veteran status, or any other basis protected by law.